



APPLICATION FOR BUILDING PERMIT AND PLAN EXAMINATION

COMMUNITY DEVELOPMENT DEPARTMENT

45175 W. Ten Mile Rd.

Novi, Michigan 48375

(248) 347-0415

(248) 735-5600 Fax

www.cityofnovi.org

AUTHORITY:	P.A. 230 OF 1972, AS AMENDED	THE DEPARTMENT WILL NOT DISCRIMINATE AGAINST ANY INDIVIDUAL OR GROUP BECAUSE OF RACE, SEX, RELIGION, AGE, NATIONAL ORIGIN, COLOR, MARITAL STATUS, HANDICAP, OR POLITICAL BELIEFS.
COMPLETION:	MANDATORY TO OBTAIN PERMIT	
PENALTY:	PERMIT WILL NOT BE ISSUED	

APPLICANT TO COMPLETE ALL ITEMS IN SECTION I, II, III, IV, V AND VI

NOTE: SEPARATE APPLICATIONS MUST BE COMPLETED FOR PLUMBING, MECHANICAL AND ELECTRICAL WORK PERMITS

I. PROJECT INFORMATION					
Project Name			Address		
City	Zip Code	Lot #	County	Sidwell # 5022- _____	
Between			And		
II. IDENTIFICATION					
A. OWNER OR LESSEE					
Name			Address		
City	State		Zip Code		
E-mail address		Telephone Number		Fax Number	
B. ARCHITECT OR ENGINEER					
Name			Address		
City	State		Zip Code		
E-mail address		Telephone Number		Fax Number	
License Number			Expiration Date		
C. CONTRACTOR					
Name			Address		
City	State		Zip Code		
E-mail address		Telephone Number		Fax Number	
Builders License Number			Expiration Date		
Federal Employer ID Number or Reason for Exemption					
Workers Compensation Insurance Carrier or Reason for Exemption					
MESC Employer Number or Reason for Exemption					

G. NUMBER OF OFF STREET PARKING SPACES	
22. ENCLOSED _____	23. OUTDOORS _____

VI. APPLICANT INFORMATION

APPLICANT IS RESPONSIBLE FOR THE PAYMENT OF ALL FEES AND CHARGES APPLICABLE TO THIS APPLICATION AND MUST PROVIDE THE FOLLOWING INFORMATION.

Name	Address		
City	State	Zip Code	Telephone Number
Federal ID Number / Social Security Number			

I HEREBY CERTIFY THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS HIS/HER AUTHORIZED AGENT, AND WE AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE STATE OF MICHIGAN. ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.

Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23a are subjected to civil fines.

SIGNATURE OF APPLICANT

PLAN REVIEW FEE ENCLOSED \$ _____	COST OF IMPROVEMENT \$ _____
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VII. LOCAL GOVERNMENTAL AGENCY TO COMPLETE THIS SECTION

	REQUIRED?	APPROVED	DATE	NUMBER	BY
A - ZONING	<input type="checkbox"/> YES <input type="checkbox"/> NO				
B - WOODLANDS	<input type="checkbox"/> YES <input type="checkbox"/> NO				
C - WETLANDS	<input type="checkbox"/> YES <input type="checkbox"/> NO				
D - FLOOD PLAIN	<input type="checkbox"/> YES <input type="checkbox"/> NO				
E - SOIL EROSION	<input type="checkbox"/> YES <input type="checkbox"/> NO				
F - SEWER SUPPLY	<input type="checkbox"/> YES <input type="checkbox"/> NO				
G - WATER SUPPLY	<input type="checkbox"/> YES <input type="checkbox"/> NO				
H - SEPTIC SYSTEM	<input type="checkbox"/> YES <input type="checkbox"/> NO				
I - FAÇADE	<input type="checkbox"/> YES <input type="checkbox"/> NO				
J - STORM WATER DETENTION	<input type="checkbox"/> YES <input type="checkbox"/> NO				
K - VARIANCE GRANTED	<input type="checkbox"/> YES <input type="checkbox"/> NO				

VIII. VALIDATION - FOR DEPARTMENT USE ONLY

USE GROUP _____	FEE BALANCE _____
TYPE OF CONSTRUCTION _____	OCCUPANT LOAD _____
SQUARE FEET _____	
APPROVAL SIGNATURE _____	
TITLE _____	DATE _____

If you checked any of the boxes numbered 2 thru 6 under Section III., A. Type of Improvement and Plan Review, then this Attachment A needs to be filled out.

ATTACHMENT A

INFORMATION FOR WATER DEPT TO DETERMINE IMPACT ON EXISTING REUs & RELATED WATER & SEWER FEES

**Applicant: To expedite issuance of Bldg. Permit, please submit this page (Attachment A) immediately to Community Development Dept. at: City of Novi
Attn: Community Development Dept.
45175 W. Ten Mile Rd.
Novi, MI 48375**

For questions regarding Attachment A call: 248-347-0498

A. CONTACT INFORMATION - PLEASE TYPE, OR PRINT CLEARLY

Project Name:

Project Address:

Contact Name:

Contact's Phone #

Contact's email address:

B. Check and give details on all that apply:

Addition – List Details (type of use, square footage, etc.)

Change Of Use or Occupant – List Details (type of use)

Alteration – List Details (reason for alteration, what's changing)

Demolition – List Details (is building on public water or public sewer?)

Relocation of Structure – List Details